



Municipal Market Vendor Permit Application

City of Kansas City, Missouri
Neighborhood Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106 (816) 513-4561

DBA name of business on state liquor license: _____

Applicant's name: _____ Phone number: _____
Managing officer, sole owner, partner, or corporate officer ONLY

Complete the following based on where the event will be held

Date(s) of event: _____ Time(s) of event: _____

Location: _____
Street address Zip code

Type of alcohol to be served (see #1 & 2 on page 2): ☐ Wine ☐ Malt beverages ☐ Distilled spirits

Names and phone numbers of two people who will be onsite managing this event

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Property owner: _____ Phone number: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A STATE LETTER OF APPROVAL

- ☐ **Copy of State Liquor License** (see #1 & 2 on page two for more information)
- ☐ **State Temporary Liquor Permit** (see #1 & 2 on page two for more information)
- ☐ **\$15 permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- ☐ **\$10 Jackson County permit fee** – fee is per calendar day and the permit is good for up to 120 consecutive hours
- ☐ **Approval letter from the property owner** (see #5 on page two for more information)
- ☐ **Detailed diagram** (see #6 on page two for more information)
- ☐ **Temporary Health Permit** if needed (see #8 on page two for more detailed information)
- ☐ **Noise Permit** if needed (see #8 on page two for more detailed information)
- ☐ **Fire Department approval** if needed (see #7 on page two for more information)
- ☐ **City Planning & Development approval** – ***ONLY if requested*** (see #9 on page two for more information)
- ☐ **Employee liquor permits** (see #11 on page three for more information)

I agree to permit entry to any officer or investigator who has legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Managing officer, sole owner, partner or corporate officer

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: ☐ approved ☐ disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: ☐ issued ☐ not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

State reason if permit not issued: _____

Requirements & policies governing catered events

- 1. Qualifications** – Any authorized vendor at the city's municipal market, as established in chapter 40, may obtain a permit to sell wine, malt beverages, and distilled spirits at the market subject to the following provisions and limitations:
 - a. The vendor may sell wine, malt beverages and distilled spirits in the original package that is manufactured at the vendor's farm, the vendor's member farms or the vendor's licensed premise.

- b. The vendor has a state retail liquor by the drink license in conjunction with a wine manufacturer license, microbrewery license or distillery manufacturer license and an approved state and city catering permit for any event at the city municipal market.
 - c. A vendor applying for a temporary catering permit under this section is not required to have a city sales-by-drink license. **Sec. 10-140**
2. **State License** – You must submit a copy of a temporary catering liquor license from the State of Missouri Division of Alcohol & Tobacco Control to Regulated Industries Division in order to receive a municipal market vendors catering permit from the City. **State of Missouri Division of Alcohol & Tobacco Control.**
3. **Application Deadline** – Applications must be filed with Regulated Industries Division at least 5 weekdays prior to the date that the scheduled function, occasion, or event is to take place. **Sec 10-105(a)(2)**
4. **Permit Expiration** – Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
5. **Approval Letter** – A copy of an approval letter between the owner or manager of the property upon which the function, occasion or event is to take place and the sponsor of the function, occasion or event, stating the agreed upon date, starting and ending time, and the actual location. **Sec. 10-140**
6. **Diagram of Points of Service** – A diagram of the premises which includes the areas and points of service where the alcohol will be sold or served. **Sec 10-105(a)(3)(n)(i)**
7. **Fire Director's Approval** – A **Fire Permit** (indoor event) or **Place of Assembly Permit** (outdoor event if a tent is used) may be required by the City of Kansas City, Missouri, Fire Marshal's Office. **Sec 10-105(a)(3)(c)**
8. **Health Director's Approval** – A **Temporary Event Health Permit** or **Noise Permit** may be required by the City of Kansas City, Missouri, Health Department. **Sec 10-105(a)(3)(c)**
9. **City Planning & Development Director's Approval** – A **Certificate of Occupancy**, **Occupant Load Certificate**, or, **Temporary Use Permit** may be required by the City of Kansas City, Missouri, City Planning & Development Department. **Sec 10-105(a)(3)(c)**
10. **Proof of Permit** – It is mandatory that both a city permit and state license must be available for display upon request of any law enforcement officer and/or investigator designated by the director for any catered event. **Sec 10-105(a)(2)**
11. **Employee Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. **Exceptions** to this are as follows: **Sec 10-105(b)(2) & 10-291(b)(2)(3)**
 - Anyone who directly participates in the delivery or dispensation of alcoholic beverages for a banquet that is located outside of a restaurant-bar or tavern space within a convention hotel or motel
 - Anyone who directly participates in the delivery or dispensation of alcoholic beverages at a sports stadium which is primarily used for professional sporting events or at an arena used primarily for concerts and collegiate or professional sporting events
12. **Effect of Denial of Permit** – If the application is denied, an application to protest the denial may be submitted to the director as referred to in Chapter 10 of the Code of Ordinances of the City of Kansas City, Missouri. If an application for a catered event is denied because the director determines that the proposed premises has or likely will cause a nuisance to or change in character of the immediate area surrounding the premises, the applicant will have the option to request neighbor notification as outlined in section 10-214 of this chapter. If less than 50% of the eligible neighbors who file a written response with the director oppose the granting of a license at the premises, the director shall withdraw the determination that the proposed premises has or likely will cause a nuisance to or change in the character of the immediate area surrounding the premises. **Sec 10-105(f)**